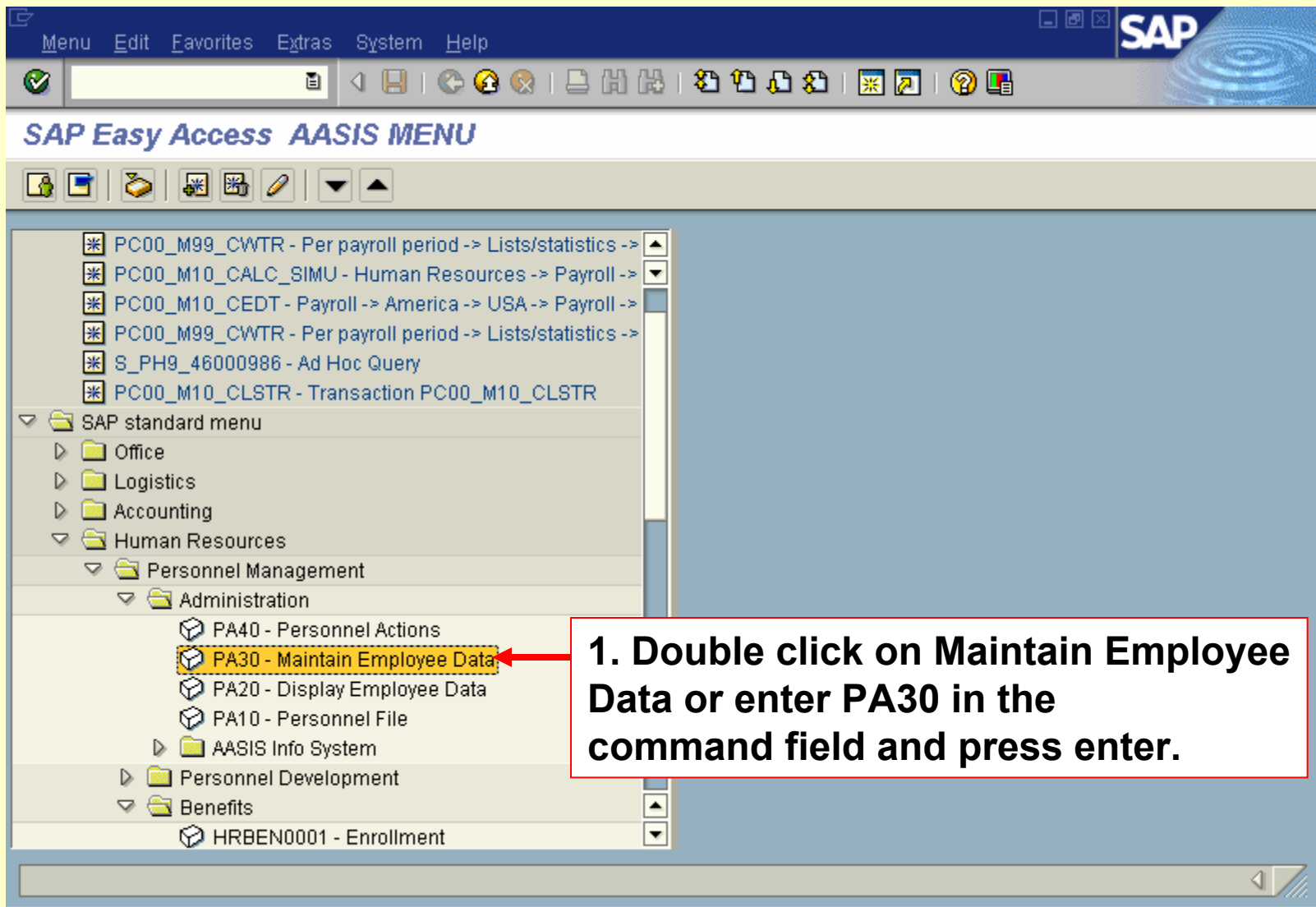


Demonstration

- Enroll employee in the retirement plan
ATRS T-DROP 1%

Human Resources > Personnel Management >
Administration > Benefits > Enrollment (PA30/HRBEN0001)





HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 3175

Name Betty Jones

EE group 1 Regular State ... Pers

EE subgroup UE Employee Cost Center

Employment Issues Career Management **Benefits** Payroll Taxes

General Benefits Information ✓

Family/Related Person ✓

Adjustment Reasons

Health Plans ✓

Insurance Plans ✓

Savings Plans ✓

Flexible Spending Accounts ✓

Benefits Medical Information

COBRA-Qualified Beneficiary

COBRA Health Plans

Period

Fr.

Today Curr.week

All Current month

From curr.date Last week

To current date Last month

Curr.period Current year

Choose

Direct selection

**2. Enter the employee's personnel number.
If you do not know the number, use the match
code search functionality to search by name.**

**3. Use the left and right scroll
buttons to select the Benefits tab.**

5. Click Create.

Maintain HR Master Data

Personnel no. 3175
 Name Betty Jones
 EE group 1 Regular State ... Pers.area TR01 Teacher Retirement Sy...
 EE subgroup UE Employee Cost center 306675 ATRS-Gen. Op...

Employment Issues Career Management **Benefits** Payroll Taxes

General Benefits Information ✓
 Family/Related Person ✓
Adjustment Reasons
 Health Plans ✓

Period
 Fr. To
 Today Cur week

COBRA-Excluded Beneficiary
 COBRA Health Plans

Direct selection

Choose

4. Select the Adjustment Reasons Infotype, located under the Benefits tab, to update the employee's Adjustment Reason.

Infotype Edit Goto Extras System Help

8. Click Enter.

Create Adjustment Reasons

Personnel no 3175 Name
 EE group 1 Regular State Em... Personnel ar
 EE subgroup UE Employee SSN
 From 09/01/2003 to 12/31/9999

6. Enter 09/01/03 in the 'From' field.

Benefit area State of Arkansas-US
 Adjustment reason

- Family Status Change
- HIPAA
- New Hire Enrollment
- Transfer(Rtr. Plans)
- Transfer (All Plans)
- Return from LWOP
- Misc Benefit Changes**
- Promotion/Demotion
- Rehire

7. Select 'Misc. Benefit Changes' from the drop-down list.

SAP

Infotype Edit Goto Extras System Help

Create Adjustment Reasons

Personnel no 3175 Name Betty J... Status Active

EE group 1 Regular State Em... Personnel ar TR01 Teacher Retirement System

EE subgroup UE Employee SSN 430-88-6000

From 09/01/2003 to 12/31/9999

Benefit area State of Arkansas-US

Adjustment reason Misc Benefit Changes

Deviation from end date

Current end date: 12/31/9999

Calculated end date: 10/01/2003

Do you want to replace the current end date with the calculated end date?

Yes No Cancel

9. Click Yes.



Infotype Edit Goto Extras System Help

10. Click Save.

Personnel no 3175 Name Betty J... Status Active
EE group 1 Regular State Em... Personnel ar TR01 Teacher Retirement System
EE subgroup UE Employee SSN 430-88-6000
From 09/01/2003 to 10/01/2003

Benefit area State of Arkansas-US
Adjustment reason Misc Benefit Changes

Save your entries

Infotype Edit Goto Extras System Help

SAP

Create Adjustment Reasons

Personnel no 3175 Name Betty J... Status Active

EE group 1 Regular State Em... Personnel ar TR01 Teacher Retirement System

EE subgroup UE Employee SSN 430-88-6000

From 09/01/2003 to 10/01/2003

Benefit area State of Arkansas-US

Adjustment reason Misc Benefit Changes

Goto enrollment

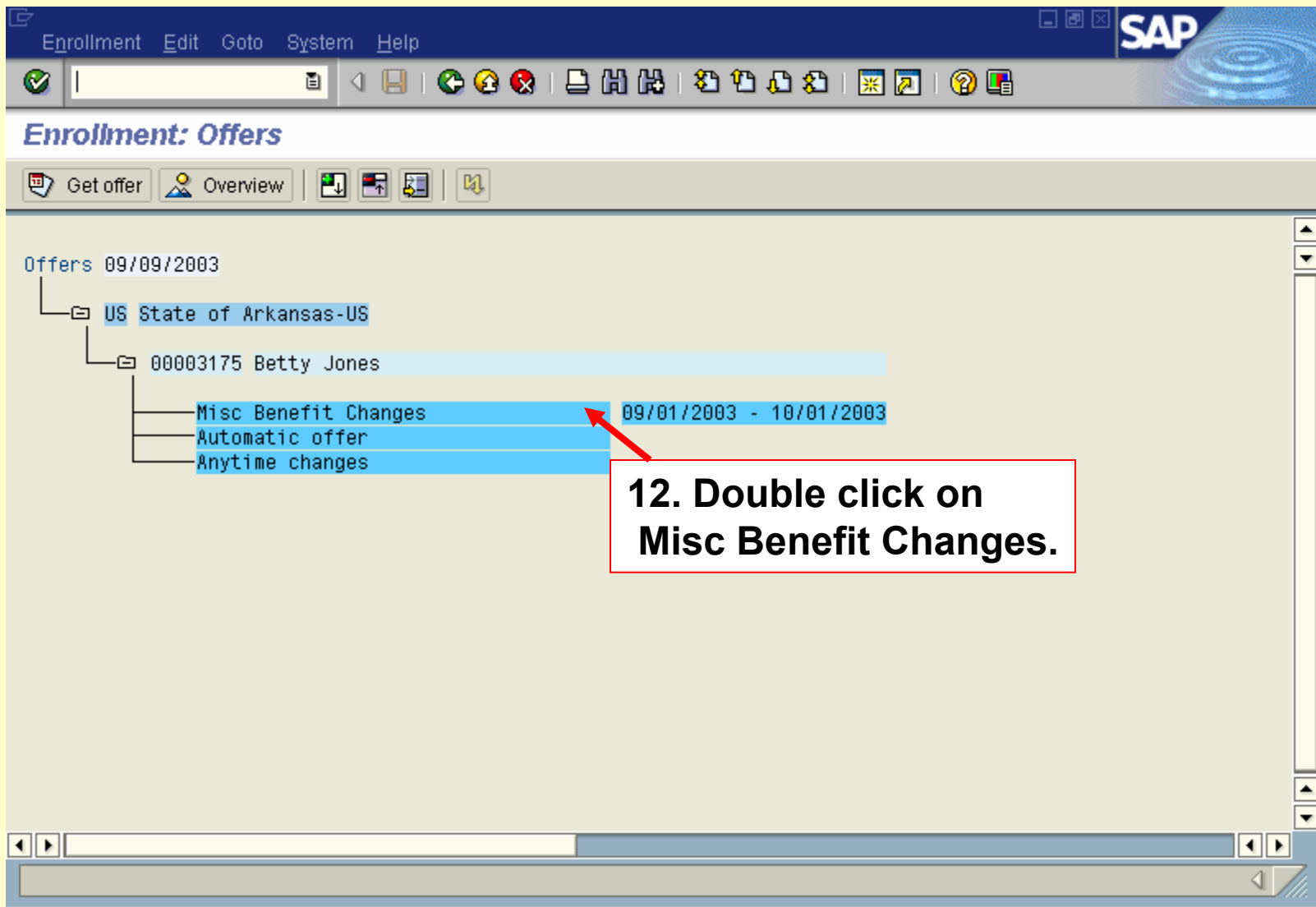
Do you want to goto enrollment?

Yes

No

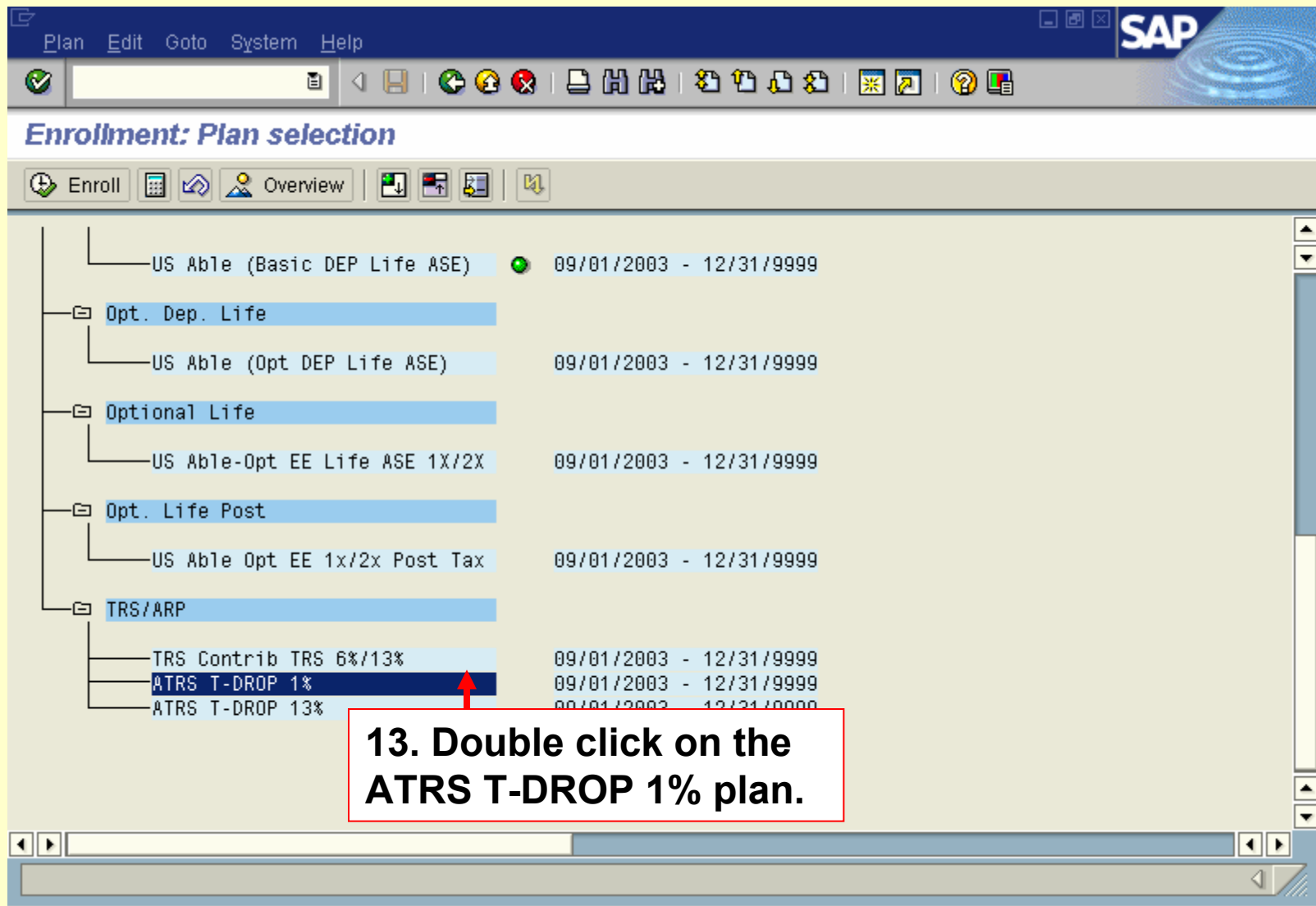
Cancel

11. Click Yes.



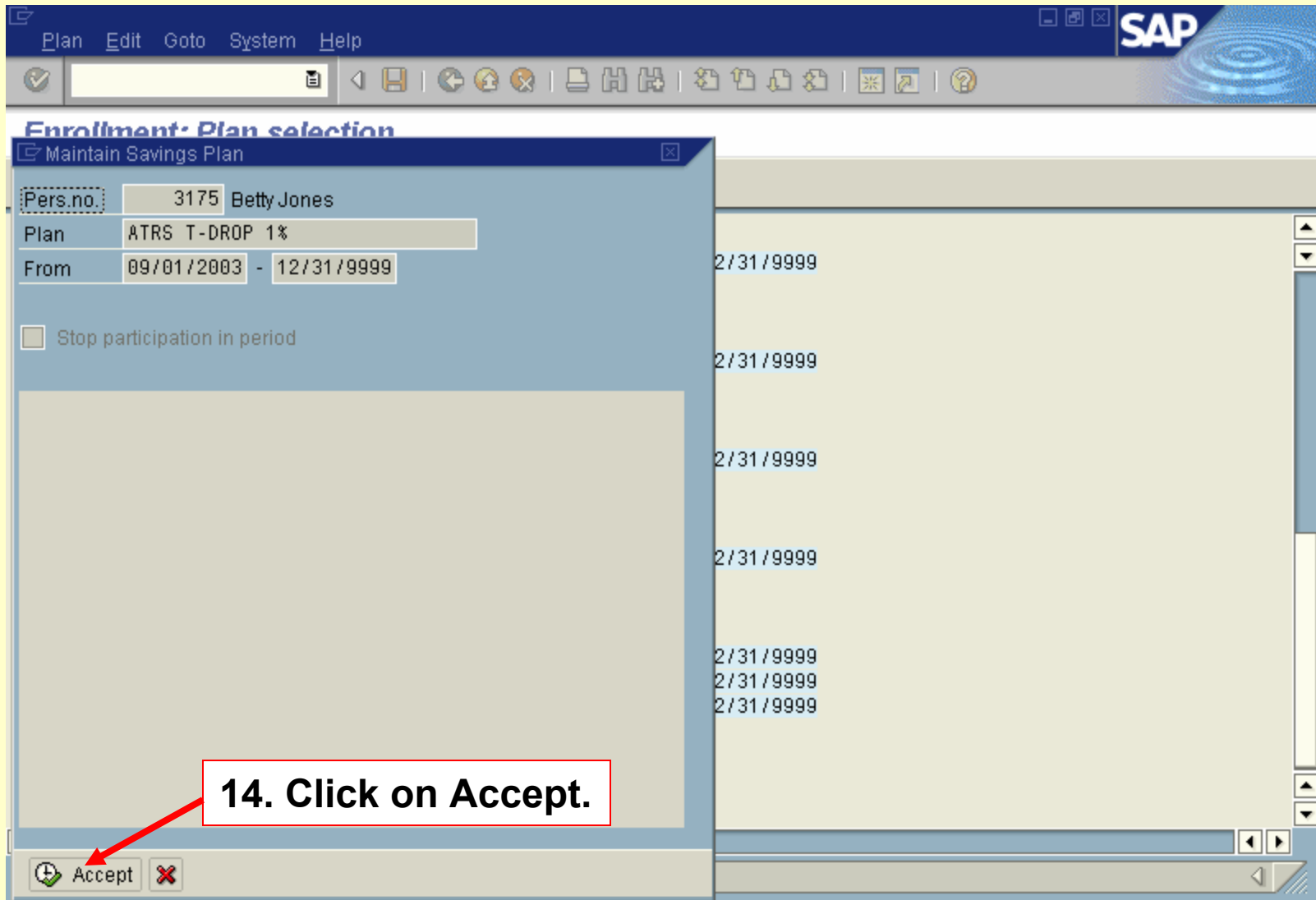
The screenshot shows the SAP 'Enrollment: Offers' screen. The menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area displays a tree structure of offers for the date 09/09/2003. The tree is expanded to show the offer for 'US State of Arkansas-US' for employee '00003175 Betty Jones'. Under this employee, three offer types are listed: 'Misc Benefit Changes', 'Automatic offer', and 'Anytime changes'. The 'Misc Benefit Changes' offer is highlighted in blue, and a red arrow points to it from a text box. The date range for this offer is '09/01/2003 - 10/01/2003'.

12. Double click on Misc Benefit Changes.



The screenshot shows the SAP 'Enrollment: Plan selection' window. The interface includes a menu bar (Plan, Edit, Goto, System, Help), a toolbar with various icons, and a main content area displaying a tree structure of enrollment plans. The plans are listed with their names and effective dates (09/01/2003 - 12/31/9999). A red arrow points to the 'ATRS T-DROP 1%' plan, which is highlighted in blue. A text box with a red border is overlaid on the screen, containing the instruction: '13. Double click on the ATRS T-DROP 1% plan.'

Plan Name	Effective Dates
US Able (Basic DEP Life ASE)	09/01/2003 - 12/31/9999
Opt. Dep. Life	
US Able (Opt DEP Life ASE)	09/01/2003 - 12/31/9999
Optional Life	
US Able-Opt EE Life ASE 1X/2X	09/01/2003 - 12/31/9999
Opt. Life Post	
US Able Opt EE 1x/2x Post Tax	09/01/2003 - 12/31/9999
TRS/ARP	
TRS Contrib TRS 6%/13%	09/01/2003 - 12/31/9999
ATRS T-DROP 1%	09/01/2003 - 12/31/9999
ATRS T-DROP 13%	09/01/2003 - 12/31/9999



The image shows a SAP 'Enrollment: Plan selection' dialog box. The dialog has a title bar 'Maintain Savings Plan'. Inside, there are fields for 'Pers.no.' (3175 Betty Jones), 'Plan' (ATRS T-DROP 1%), and 'From' (09/01/2003 - 12/31/9999). There is a checkbox for 'Stop participation in period'. At the bottom, there are 'Accept' and 'Cancel' buttons. A red arrow points to the 'Accept' button with a text box that says '14. Click on Accept.'.

Enrollment: Plan selection

Maintain Savings Plan

Pers.no. 3175 Betty Jones

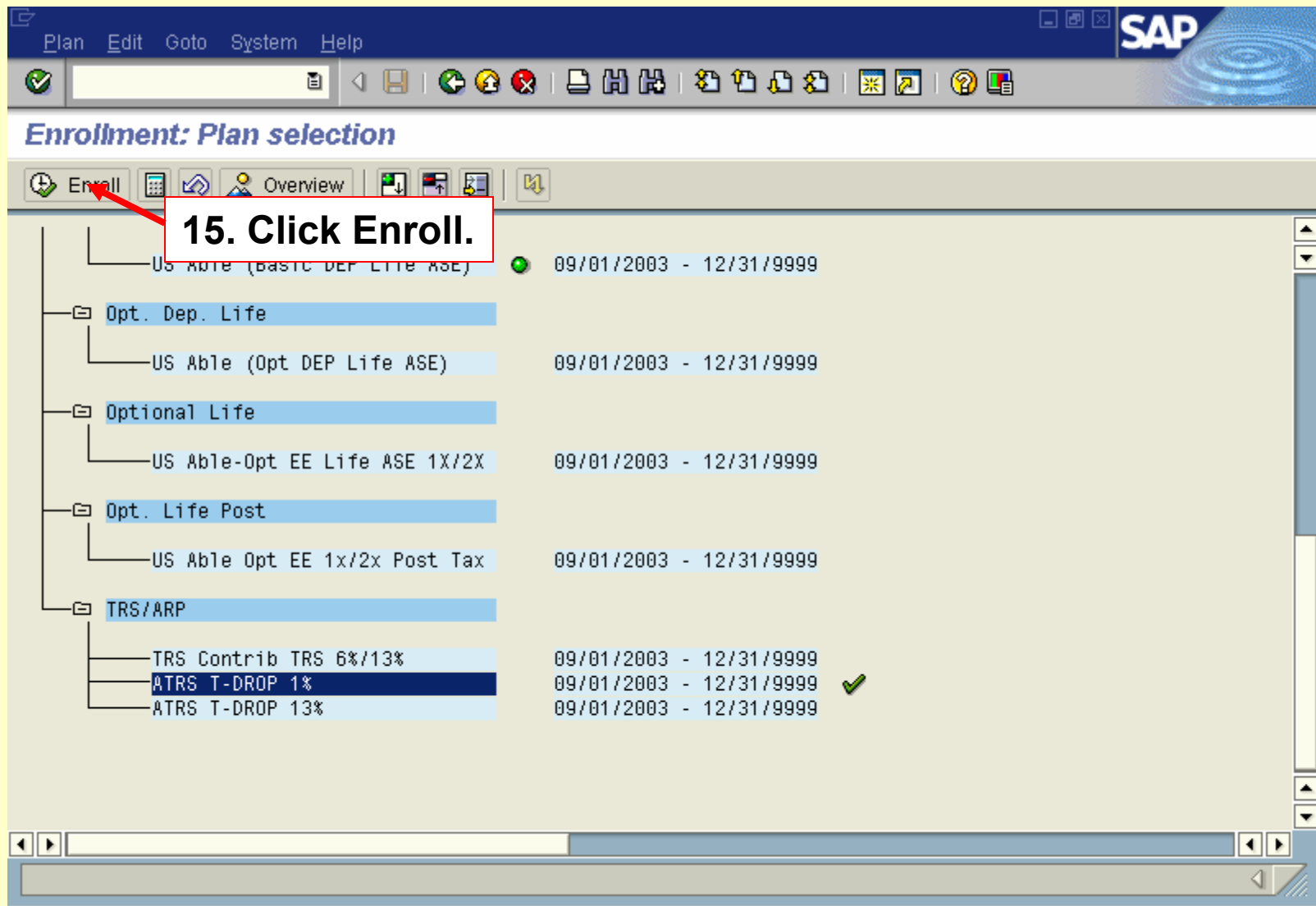
Plan ATRS T-DROP 1%

From 09/01/2003 - 12/31/9999

☐ Stop participation in period

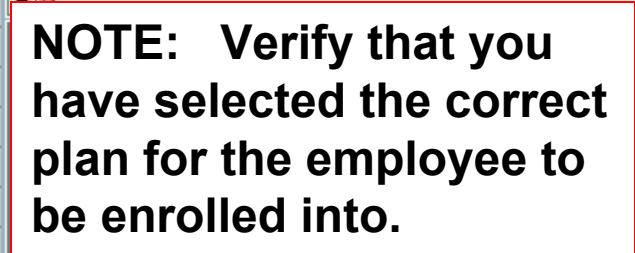
14. Click on Accept.

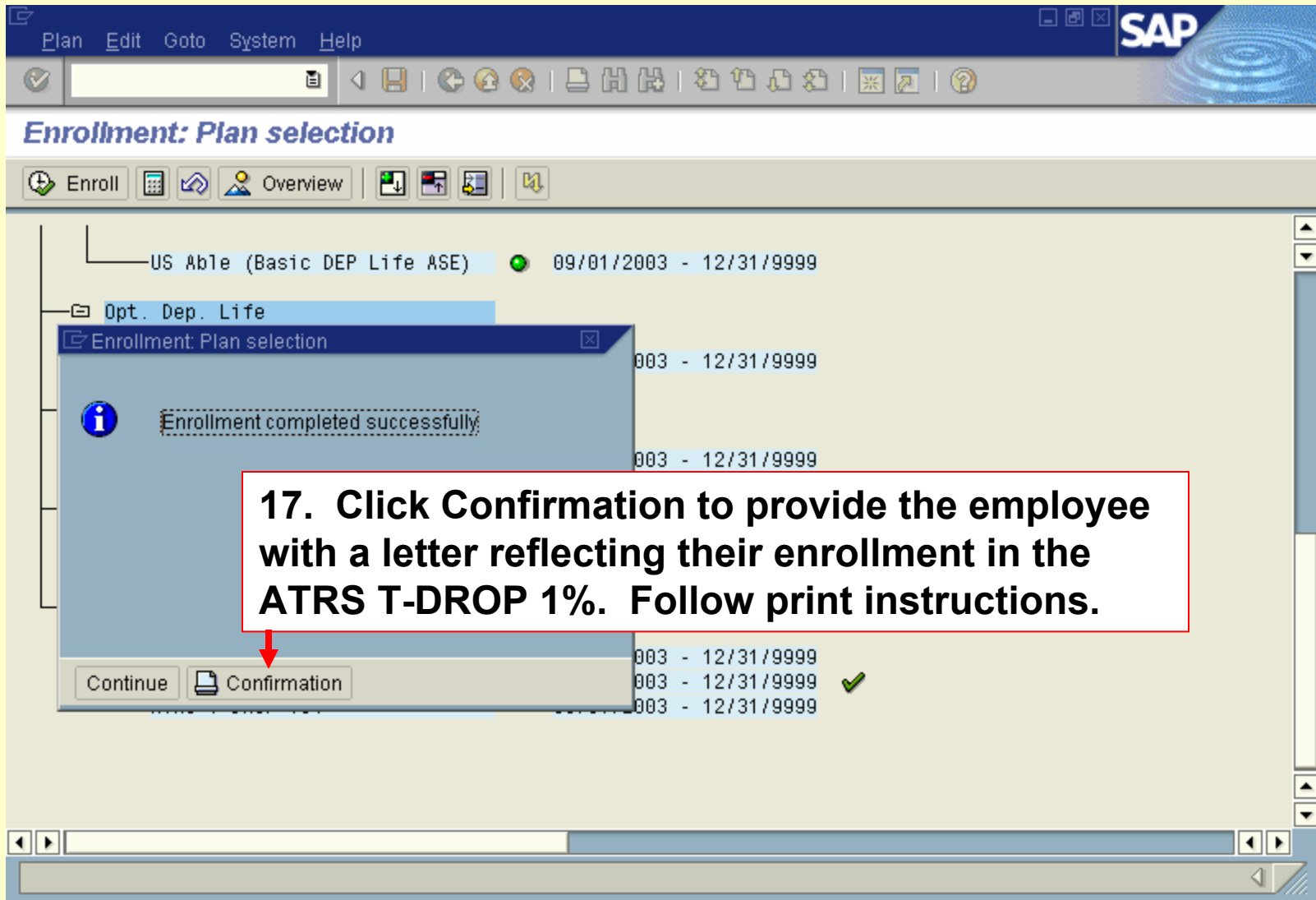
Accept Cancel

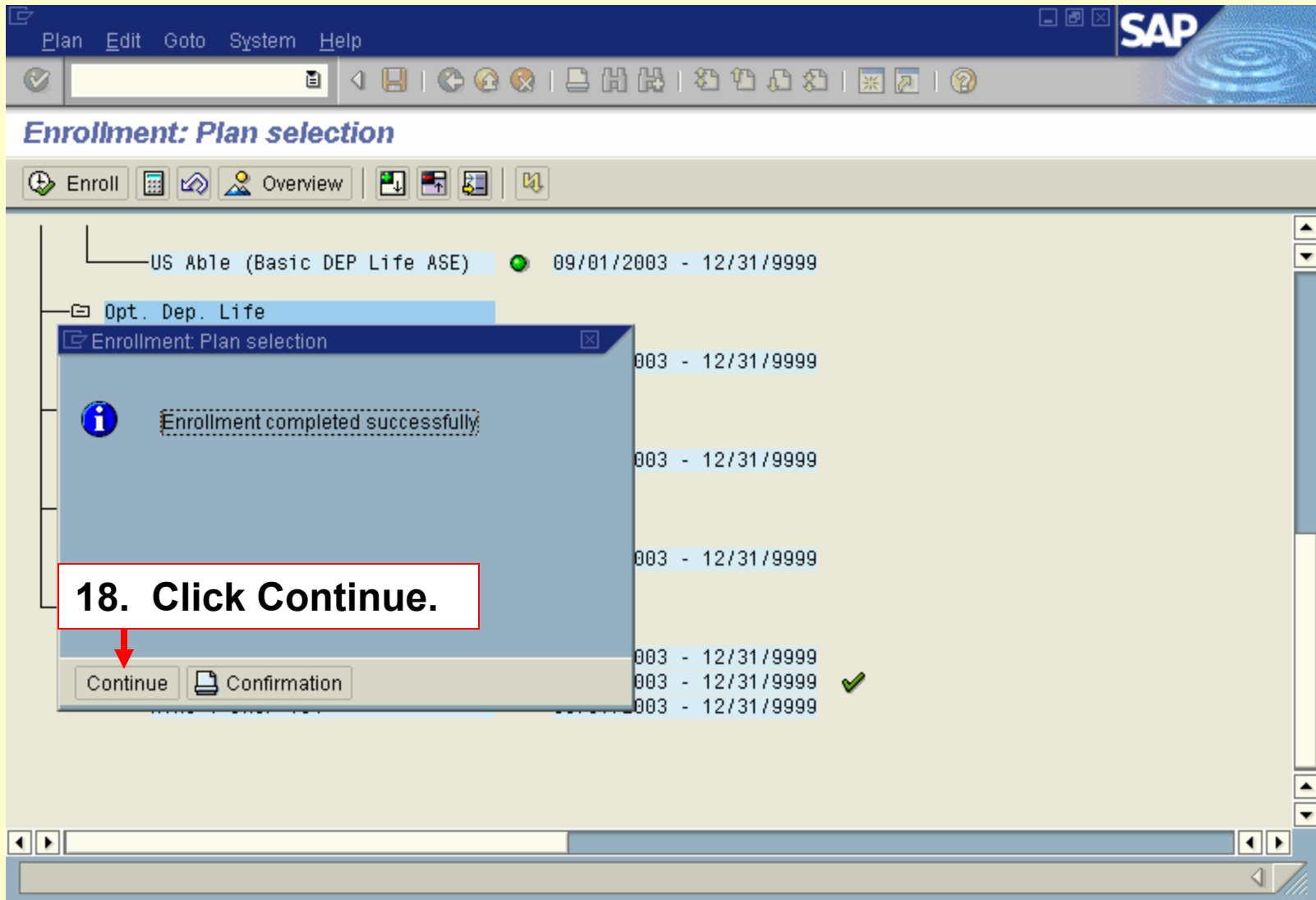


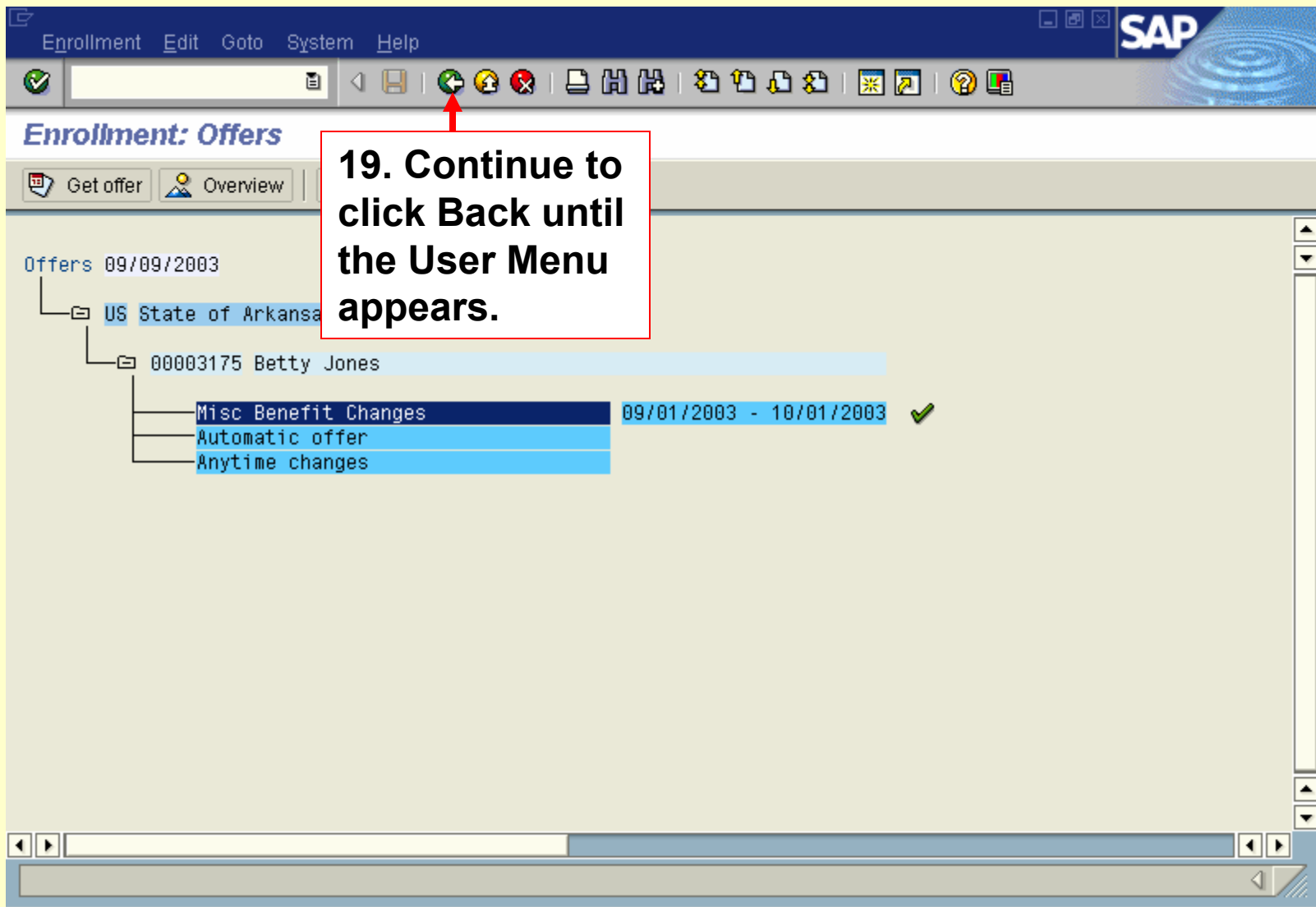
15. Click Enroll.

Plan Name	Effective Date	Termination Date	Status
US Able (Basic Dep Life ASE)	09/01/2003	12/31/9999	Active (Green Dot)
Opt. Dep. Life			
US Able (Opt DEP Life ASE)	09/01/2003	12/31/9999	
Optional Life			
US Able-Opt EE Life ASE 1X/2X	09/01/2003	12/31/9999	
Opt. Life Post			
US Able Opt EE 1x/2x Post Tax	09/01/2003	12/31/9999	
TRS/ARP			
TRS Contrib TRS 6%/13%	09/01/2003	12/31/9999	
ATRS T-DROP 1%	09/01/2003	12/31/9999	
ATRS T-DROP 13%	09/01/2003	12/31/9999	Active (Green Checkmark)









The screenshot shows the SAP 'Enrollment: Offers' screen. The toolbar at the top contains various icons, including a 'Back' button (a green circle with a white left-pointing arrow). A red arrow points to this button. A red-bordered text box is overlaid on the screen, containing the following text:

19. Continue to click Back until the User Menu appears.

The main content area of the screen displays a tree structure of offers. The root node is 'Offers 09/09/2003'. It has a child node 'US State of Arkansas'. Under 'US State of Arkansas' is a node '00003175 Betty Jones'. Under '00003175 Betty Jones' are three nodes: 'Misc Benefit Changes', 'Automatic offer', and 'Anytime changes'. The 'Misc Benefit Changes' node is highlighted, and its details are shown in a table below it:

Offer	Start Date	End Date	Status
Misc Benefit Changes	09/01/2003	10/01/2003	✓
Automatic offer			
Anytime changes			